



Sign Permit Application

The Planning and Zoning Division will accept sign permit applications from individuals. The following information will be required in order to process a sign permit application per section 714 of the City Code of Marietta. Incomplete applications will not be accepted.

PART ONE: GENERAL INFORMATION

Applicant Name: _____
Business Name: _____
Address of Sign: _____ Suite/Bldg: _____
Name & Number to Call when Permit is Ready for Pick Up:
Name: _____ Phone: _____

PART TWO: GENERAL SIGN INFORMATION

Is the proposed location within the Downtown Marietta Historic District?... YES NO
Will the sign be electrified?..... YES NO

List all other signs located on the same parcel:

Type:	Size (sq. ft.):	Location (street facing):
_____	_____	_____
_____	_____	_____

PART THREE: SIGN DIMENSIONS

Wall/Canopy/Projecting/Under Canopy Signs

Size of sign face _____ x _____ or _____ s.f.
Height of wall on which sign is placed _____ ft.
Width of wall on which sign is placed _____ ft.
Square footage of wall on which sign is placed _____ s.f.
Distance from base of sign to the ground (*if sign projects more than 4"*) _____ ft.
Which street will the sign(s) face? _____

Freestanding Signs

Size of sign face (*copy*) _____ x _____ or _____ s.f.
Size of sign base (*excluding copy*) _____ x _____ or _____ s.f.
Height of sign structure _____ ft.
Distance from sign to property line _____ ft.

PART FOUR: ACKNOWLEDGEMENT

I, _____,

hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void. I further affirm that I will comply fully with the provisions of the sign code and any variances granted for the sign permits issued pursuant to the information contained in this application.

(Applicant's Signature)

(Date)

PART FIVE: REQUIRED DOCUMENTS CHECKLIST

Wall/Canopy/Projecting/Under Canopy Signs

- ☐ Building Permit from Building Department
- ☐ Detailed sign plan (2 COPIES) in color, noting building materials to be used and all relevant dimensions
- ☐ Detailed drawing showing how the sign will be attached to the building face
- ☐ Scaled building elevation plans that detail the dimensions of the building face and the location of the sign on the structure.
- ☐ Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).

Freestanding Signs

- ☐ Building Permit from Building Department
- ☐ Detailed sign plan (2 COPIES) in color, noting building materials to be used and all relevant dimensions.
- ☐ A Site/Survey Plan including a scaled drawing of the footprint of the sign structure showing its exact position in relation to nearby buildings, structures and streets. Right-of-way width for all streets must be clearly indicated
- ☐ Detailed drawing of sign footing
- ☐ Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).